

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

**EMS 021**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Disaster Medical Services Division	3. CLASS TITLE Health Program Manager I
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8427-004

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Health Program Manager II (Deputy Chief), the Health Program Manager I (HPM-I) serves as the working manager of the Response Personnel Unit and is responsible for the following duties.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to achieve operational efficiency, and utilizing effective management skills/tools (e.g. communication, project management, workload tracking/monitoring, staff development, etc.) on a daily basis, the Response Personnel Unit Manager plans, organizes and directs the work activities of five program staff and is responsible for managing the Disaster Healthcare Volunteers Program, the Medical Reserve Corps Program, and the Ambulance Strike Team Program. The HPM I is responsible for the completion and timely submittal of all program reports (using appropriate software and programs) in accordance with S.A.M. requirements and departmental policies, procedures, guidelines, and State Rules and Regulations.</p> <p>In order to provide leadership and supervision to the Response Personnel Unit and ensure that the Program operates effectively and to fulfill its mission as directed by the Deputy Chief, the HPM I:</p> <ul style="list-style-type: none"> <li>• Develops goals and objectives for the unit by assessing, anticipating and identifying the needs of DMS Division and unit's role in meeting those needs using various resources such as the strategic plan, customer surveys, and management requests and feedback.</li> <li>• Develops goals and objectives for the unit by assessing, anticipating and identifying the needs of DMS Division and unit's role in meeting those needs using various resources such as the strategic plan, customer surveys, and management requests and feedback.</li> </ul>

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Lisa Schoenthal	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p><b>Essential Functions (cont.)</b></p> <ul style="list-style-type: none"> <li>Plans day-to-day operations to institute and maintain a fair distribution of workload by utilizing effective management skills/tools in organizing, training staff, taking corrective action and directing the work activities of staff.</li> <li>Participates with the management team to develop the strategic plan goals by evaluating and identifying needs and developing goals and objectives to meet those needs.</li> <li>Directs staff in the development of state and local programs, writing requests for proposals (RFPs), reviewing proposals, monitoring projects, providing technical assistance, research, collecting data studies and surveys, compiling needs assessment data, administering funding to local agencies, and development of qualify indicators for allocation review and project reports.</li> </ul>
30%	<p>In order to provide coordination and leadership for the planning, development, and implementation of the programs in the Response Personnel Unit, the HPM I supervises the development of all regulations, standards, and guidelines as directed by the DMS Deputy Chief by using the above tools and:</p> <ul style="list-style-type: none"> <li>Provides leadership of the program by facilitating meetings, providing consultation and technical assistance, management, and sharing expertise with program staff and advisory groups.</li> <li>Provides technical assistance and consultation to a variety of local, state, and federal government officials, and other interested parties regarding the Program by using knowledge of the program and communication skills.</li> <li>Serves as a liaison and representative to state and federal response agencies using program knowledge.</li> <li>Performs a variety of administrative work necessary to develop and manage the program by reviewing and completing necessary documents and having constant communication with staff and program customers.</li> <li>Monitors grant allocations and interagency agreements to local agencies and state agencies by reviewing and ensuring contract compliance, providing program review and evaluation.</li> </ul>
20%	<p>In order to supervise staff in accordance with DPA and SPB laws and rules, Bargaining Unit Agreements guidelines, EMS Authority policies, procedures and guidelines, and Worker's Compensation and Cal OSHA guidelines:</p> <ul style="list-style-type: none"> <li>Monitors and evaluates performance using completed employee assignments and discussions with employees; provides on-the-job training to employees using either a one-on-one approach or in group settings.</li> <li>Prepares written performance evaluations using probationary reports and Individual Development Plans under established timelines.</li> <li>Provides injured employee(s) with the Employee's Claim For Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067).</li> <li>Follows departmental Return to Work and Bargaining Unit Agreement guidelines for the purpose of returning employees to full duty.</li> <li>Encourages staff participation in departmental training for upward mobility purposes.</li> <li>Takes corrective action to improve performance following the Department's Constructive Intervention process.</li> <li>Grants or denies employee requests for time off or requests to work overtime by evaluating staffing levels and workload needs.</li> <li>Verifies employees have sufficient leave credits available for the request for time off by reviewing balances and manually tracking as needed.</li> </ul>
10%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Develop and write correspondence on departmental policies and procedures relative to issues concerning the Response Personnel Unit. Research and make recommendations to management on issues or policies affecting the DMS Division as requested. Liaison with the California Department of Public Health regarding Hospital Preparedness Program grant requirements.</p>

**KNOWLEDGE AND ABILITIES**

Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes; principles and practices of employee supervision, development and training; methods and techniques of effective leadership; Federal, State and local health programs, policies, objectives, and constraints; equal employment opportunity and affirmative action policies.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative; supervise staff; manage a health program or project; establish and maintain priorities; effectively utilize available resources; apply and recommend changes in health regulations, policies and procedures; establish and maintain cooperative relations with a variety of governmental, educational and provider entities; effectively carry out equal employment opportunity and affirmative action policies.

**NOTE:** Travel within and outside the State of California is required for this position. Anticipate approximately 15% travel.

**NOTE:** The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

**DESIRABLE QUALIFICATIONS**

- Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Excellent leadership and problem solving skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact,
- Analyze situations accurately, make recommendations, and take effective action.
- Demonstrated ability to act independently, open-mindedness, flexibility and tact

**INTERPERSONAL SKILLS**

- Work well as part of a team and independently as necessary
- Build good working relationships with constituents, colleagues, and consultants.

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, professional work attire.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Ability to consistently exercise good judgment and effective communication skills
- Ability to travel once or twice per month and work overtime as needed.

